

DELAWARE DEPARTMENT OF JUSTICE

Casual/Seasonal JOB OPENING

Opening Date: November 22, 2017

Closing Date: December 1, 2017

CASUAL/SEASONAL ADMINISTRATIVE ASSISTANT

Fraud and Consumer Protection Division

Consumer Protection Unit

New Castle County

This is a Casual/Seasonal position (in order to be in compliance with the Delaware Code and provisions of The Affordable Care Act; work hours are to be less than 30 hours per week, or less than 130 hours per month, on average over the course of a fiscal year; July 1 to June 30). This is a position without healthcare benefits. Salary will be commensurate with experience.

This Administrative Assistant provides secretarial support to Deputy Attorneys General and other professional staff in the Fraud & Consumer Protection Division, Consumer Protection Unit, in New Castle County. This Administrative Assistant's duties involve: entering complaints into the JUSTWARE database, entry of complaints received via fax or via email, assist with administrative assignments specific to assist the Manufactured Housing Deputy, and assist with phone coverage for lunches and vacation time of the fulltime receptionist staff, creating files, typing various information, compiling spreadsheets and reports, managing calendars, and filing and typing various legal correspondence.

Minimum Qualifications:

- Must be detail-oriented, well-organized and possess good communication skills
- Must be proficient in Microsoft Word and Excel
- Must possess excellent spelling, grammar and proofreading skills
- Must be able to interact professionally with members of the public, including consumers, business owners, attorneys, and law enforcement officers
- Must be able to answer telephones and take accurate messages

Internal Delaware Department of Justice Applicants: Please submit an updated Resume or summary of work experience to the Director of Human Resources.

External Applicants: In order to be considered for this position, external applicants must submit Resume and the Delaware Department of Justice Application (please see link): <http://attorneygeneral.delaware.gov/executive/hr/job-application/>

OR external applicants can mail Resume and the Delaware Department of Justice Application to: Delaware Department of Justice, Human Resources, 820 N. French Street, 6th Floor, Wilmington, DE 19801, OR E-mail to: DOJHR@state.de.us OR Fax to: 302-577-5866. EOE.